

**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Recruiting Bulletin**

ISSUE DATE: **January 6, 2009**  
CLOSING DATE: **February 27, 2009**

Recruiting Bulletin No. **26-09-D10-020(I)**

**CCM TEAM SUPERVISOR**  
**GG-0301-07/09/11/12**

**Salary: GG-07: \$38,117**  
**GG-09: \$46,625**  
**GG-11: \$56,411**  
**GG-12: \$67,613**

**NUMBER OF POSITIONS: Two**

**EXCEPTED SERVICE APPOINTMENT:** This is a **Schedule A** excepted service appointment with a **Not-to-Exceed** date of **09/25/2010**. May be extended beyond **09/25/2010** based on continuing work needs.

**AREAS OF CONSIDERATION:** All current Census employees serving on an appointment of longer than one year (i.e.; time-limited, indefinite, or competitive) appointment.

**DUTIES:** Incumbent works for Census Coverage Measurement (CCM). Incumbent has responsibility for assisting the Assistant Regional Census Manager in the planning and effective, timely, cost efficient implementation of the field data collection for the CCM program. CCM is a series of data collection, processing and estimation activities to measure the accuracy of the census. The various field operations which are under the direction of the incumbent of the position will provide: 1) an accurate inventory of census-day dwellings in a large National sample of blocks; 2) a comprehensive and independent re-enumeration of residents of these dwellings, profiling both census-day residents as well as in-and-out movers; and, 3) information to evaluate the effectiveness of the CCM data collection process. The incumbent of this position is responsible for the management of field, office, quality assurance, and or evaluation operations for up to 150 temporary field employees for the enumeration of up to 10,000 housing units. Provides supervision, guidance, and technical direction to CCM supervisory staff, regional technicians in their liaison activities, and CCM office support staff; ensures that CCM operations are completed on time and within budget and data quality standards. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

- 1. Experience planning, organizing, and supervising a decentralized workforce or office for a survey or data collection operation.**
- 2. Experience recruiting, training, and evaluating a field or decentralized office operation.**

**3. Experience analyzing performance, progress, and costs reports for a decentralized workforce or office operation.**

**QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

**GG-0301-07: Experience: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service.** This specialized experience includes: Experience in assisting with providing day-

to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **OR** Experience in assisting senior specialist in at least two of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; or (7) analyzing factual data, recognizing significant factors.

**Education:** Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

**GG-0301-09: Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service.** This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR** **(2)** Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports.

**Education:** Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation

**GG-0301-11: Experience: Applicants must have one year of specialized experience equivalent to the grade 09 level in the Federal service.** This specialized experience includes: **(1)** Experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to

prepare preliminary draft of comprehensive reports; **(2)** Experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; and **(3)** Experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates.

**Education:** Three full years of graduate education or the Ph.D., directly related to the position that provided; (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

**GG-0301-12: Experience: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal service.** This specialized experience includes: **(1)** Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** Experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; and **(3)** Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

**Education:** No substitution of education for experience is permitted.

*You may qualify for a position based on your education, experience, or a combination of both.*

**HOW TO APPLY:** Each applicant must submit a completed Optional Application for Federal Employment, OF-612, a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used), for this grade level, listing your work duties and accomplishments relating to the job for which you are applying. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

For further information on this vacancy you may contact Sharon Woelfel at 816-994-2011 or. Individuals with a disability may request reasonable accommodations by calling 816-994-2100.

**Complete application package must be received by the closing date of the bulletin and submitted to:**

Bureau of the Census  
2001 NE 46th Street  
Kansas City, MO 64116

**Fax: 816-994-2038**

**E-mail (kansas\_city\_2010\_HR@census.gov)**

ATTN: Sharon Woelfel, Administrative Specialist

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE,  
COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION,  
DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE  
ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.